

ANNOUNCEMENT NUMBER: 16-50**POSITION TITLE: HR Assistant, FSN-07/FP-07**

The U.S. Embassy Dushanbe is seeking an individual for a position of HR Assistant. The incumbent serves as an HR Assistant in the Human Resources Office, American Embassy Dushanbe. Services are performed to all agencies at post. The incumbent performs a variety of HR-related functions such as responsibility for Locally Employed Staff (LE Staff) payroll issues, processing of personnel actions for Embassy LES, managing and coordinating two HR programs: LE Staff Performance Management program and Awards program. The incumbent serves as Embassy Main Time Keeper resolving variety of payroll issues and is responsible for filing and document management. The incumbent performs various scheduled and ad hoc trainings in various HR areas.

QUALIFICATIONS REQUIRED:

- 1. EDUCATION:** University degree in human resources, public administration, finance, or language is required.
- 2. EXPERIENCE:** Two years of progressively responsible experience in administration is required. One year of mid-level accounting or financial calculation is required.
- 3. LANGUAGE:** Level IV (Fluency) in written and spoken English, Russian and/or Tajik is required. **THIS WILL BE TESTED.**
- 4. SKILLS AND ABILITIES:** Ability to advise on and resolve moderately complex issues.
- 5. SKILLS AND ABILITIES:** Select and apply appropriate regulations for each case.
- 6. SKILLS AND ABILITIES:** Oral and written communication skills sufficient to formulate and present arguments and advisory opinions.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. [Universal Application for Employment Form DS-174](#), available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office

Mailing Address: #109 'A' Ismoil Somoni Ave., U.S. Embassy Dushanbe

FAX Number: N/A

E-mail Address: Dushanbe_Jobs@state.gov

The deadline for application is December 1, 2016

Applications and documents presented become the property of the Embassy and will not be returned. Successful candidates, who meet the criteria for this position, will be called and invited for an interview.